

**Department of Personnel Administration  
Memorandum**

**TO: Personnel Management Liaisons (PML)**

<b>SUBJECT:</b> Travel and Relocation Programs	<b>REFERENCE NUMBER:</b> 2005-011
<b>DATE ISSUED:</b> 03/17/05	<b>SUPERSEDES:</b>

This memorandum should be forwarded to:

**Accounting Officers  
Budget Officers  
Claims Coordinators  
Employee Benefits Officers  
Personnel Officers  
Personnel Transactions Staff  
Personnel Transactions Supervisors  
Travel and Relocation Liaisons**

**FROM:** Department of Personnel Administration  
Benefits Divisions

**CONTACT:** Ray Asbell, Benefits Statewide Coordinator  
(916) 324-0526  
Fax: (916) 324-3213  
Email: RayAsbell@dpa.ca.gov

Effective March 2, 2005, Ray Asbell of the Benefits Division is the new Statewide Coordinator for the Travel and Relocation Program. In addition, Ray is also the point of contact for the Transit and Vanpool Incentive Program as well as the third party administrator accounts of the Pre-tax Parking Reimbursement Account Program.

Questions from individual employees regarding the Travel and Relocation Program and the Transit and Vanpool Incentive Program or the third party administrator accounts of the Pre-Tax Parking Reimbursement Account Program should be directed to the employee's Travel/Accounting office or their Personnel/Payroll office.

If you have questions or need assistance with any of the programs listed above, please contact Ray Asbell at the phone number or email address listed above.

/s/Debbie Endsley

Debbie Endsley, Chief  
Benefits Division